

APPENDIX E

**CHECKLIST OF REPORTS AND FORMS REQUIRED
IN PUBLIC AFFAIRS MATTERS**

The following is a checklist of reports and forms required in public affairs matters. Sample formats or fuller descriptions of each are found in the referenced article. The necessity for reports listed below will be validated every three years.

<u>Report Symbol</u>	<u>Name of Report</u>	<u>Article</u>
CHINFO 5720-1	Guest Cruise Itinerary Report	0405h(2)
CHINFO 5720-2	Guest Cruise Completion Report	0405h(4)
CHINFO 5720-3	Special Ceremonies Report	0411e(4)

The forms contained in this instruction may be ordered as follows:

DD Form 200, Report of Survey, S/N 0102-LF-000-2001, is available in the Navy supply system and may be requisitioned per NAVSUP P-2002.

DD Form 1910, Clearance Request for Public Release of DoD Information, is issued by the Office of the Assistant Secretary of Defense (Public Affairs), Department of Defense, Washington, D. C. 20350.

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